

# SOUTH LENCHES PARISH COUNCIL

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Clerk to the Parish Council: Kerry Williamson

Tel: 07835 620613

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Website: <http://www.southlenchesparishcouncil.org/>

**To Members of South Lenches Parish Council: Notice is hereby given that the Annual Parish Council Meeting will be held on May 13th 2024 following the conclusion of the Annual Parish Meeting in Church Lench Village Hall, Church Lench.**

## AGENDA

<b>1.</b>	<b>Election of Chairman:</b> To elect a Chairman and signing of Declaration of Acceptance of Office.
<b>2.</b>	<b>To receive and approve apologies of absence.</b>
<b>3.</b>	<b>To elect a Vice-Chairman.</b>
<b>4.</b>	<b>Declarations of Interests:</b> Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence. 4.1 <u>Register of Interests</u> – Councillors are reminded of the need to update their Register of Interests. 4.2 <u>To declare any Disclosable Pecuniary Interests</u> in items on the Agenda and their nature. 4.3 <u>To declare any Other Disclosable Interests</u> in items on the Agenda and their nature Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of Paragraph 12(4) (b) of the Code of Conduct, must leave the room for the relevant items. Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence. 4.4 <u>To consider any Dispensations received.</u>
<b>5.</b>	<b>General Power of Competence:</b> As the Parish Council do not adhere to all the criteria required the General Power of Competence will not apply.
<b>6.</b>	<b>Code of Conduct:</b> To note continued adherence to the Code.
<b>7.</b>	<b>Annual business as per Standing Orders:</b> <b>1. To review and adopt:</b> a) Standing Orders - Inc delegation arrangements to the Clerk. b) Financial Regulations. c) Asset Register. d) Risk Management Policy. e) Risk Assessment. f) Councillors Training Policy. g) Staffing Committee Policy. h) Freedom of Information Policy and Publication scheme. <b>2. To appoint members to the following:</b> a) Review of Terms of the Finance & General Purposes Group appoint 2 members (Chairman and Vice – Chair are ex-officio members). (Terms in Standing Orders) b) Review of Terms of Staffing Committee and appoint 2 members (Chairman and Vice – Chair are ex-officio members). c) Wychavon CALC representative x 1. d) Neighbourhood Plan Steering Group x 2.

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- e) Weekly Play Inspection.
- f) Asset check quarterly.
- g) Weekly check of the Defibrillator.
- h) VAS downloads.

**8. Insurance:**

- a) To confirm arrangements for insurance cover are in place in respect of all insurable risks.
- b) To approve annual insurance cover and payment of £367.03.

**9. Asset Register:** Review of Asset Register.

**10. Policies and Procedures:** Review of the council's policies, procedures, and practices in respect of its obligations under Freedom of Information, GDPR and Data Protection legislation.

**11. Financial Regulations:** Review and adopt updated Financial Regulations.

**12. Review Annual Subscriptions:** Worcestershire CALC; Play Lease payment £1 to LSRC.

**13. To receive reports from County, District Cllrs. and Police.**

**The meeting will be adjourned for Public Question time:** The time allocated is at the discretion of the Chairman. Residents are invited to give their views and question the Parish Council on issues on this Agenda or raise issues for future consideration. Members of the public may not take part in the Parish Council meeting itself. This period is not part of the formal meeting and will **not** form part of the minutes.

**14. Minutes of the previous meeting:** To approve the Minutes of the meeting held on 11.03.24 and Staffing Committee Minutes held on 06.03.24.

**15. To receive Clerk report:**

- a) Policing Priorities for Q2 Charter: Update Council on priorities submitted for Q2.
- b) Atlas Tower Group: Initial communication from Worcestershire County Council.
- c) Lengthsman: Digitalisation, 2024-5 contract & any work to be considered.

**16. To receive Cllrs. reports:**

- a) Neighbourhood Plan update. (Cllr. Mrs. Hodges).
- b) Pool/play area. (Cllr. Mr. Seabourne).
- c) Asset Inspection report: (Cllr. Mrs. Tyrell).
- d) Defibrillator: (Cllr. Mrs. Tyrell & Cllr. Mrs. Hodges).

**17. Finance.**

17.1 To approve accounts year ending March 31<sup>st</sup> 2024.

17.2 To review statement of Internal Control and Internal Controls Policy.

17.3 To receive Internal Auditor Statement of Accounts for 23-24.

17.4 To approve the following documents for accounts 2023-24 for the External Auditor:

- a) Annual Governance Statement.
- b) Accounting Statements.
- c) Explanation of Variances.
- d) Notice of the period for the exercise of public rights.

17.5 To consider:

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	a) To transfer to the Defibrillator budget account the sum of £205 from the Contingency budget heading. b) To approve payments. c) to approve summary of accounts to 07.05.24.
17.6	To review Balances & Reserves Policy.
17.7	To consider a Grant Application from Church Lench Parochial Church of £1500 towards costs to replace existing bell ropes. Updated accounts have been requested.

<b>18.</b>	<b>Council Matters: to consider the following:</b>
18.1	<u>Purchase of bark for play area.</u>
18.2	<u>Annual Play inspection report.</u>
18.3	<u>Pandora Vehicle Activated Sign.</u>
18.4	<u>Bus Shelter, Church Lench: Update (Cllr. Mr. Seabourne).</u>
18.5	<u>Atlas Tower Group: Update on initial conversation with Worcestershire County Council (Cllr. Mr. Seabourne).</u>

<b>19.</b>	<b>Planning Matters.</b>
19.1	<u>To consider commenting on the following application:</u> <u>None at present to comment on.</u>
19.2	<p><u>To note the following applications dealt with by delegation:</u></p> <p>a) <u>W/24/00626/FUL</u> Orchard Cottage, Malthouse Lane, Church Lench. <b>Proposal:</b> Proposed dwelling converting an existing building. <b>Comments:</b> The applicant has appealed a decision to refuse permission to build a bungalow on the same site: <a href="https://plan.wychavon.gov.uk/Planning/Display/W/23/01926/PIP">https://plan.wychavon.gov.uk/Planning/Display/W/23/01926/PIP</a> The applicant is seeking a certificate of lawfulness to build a driveway on the same site: <a href="https://plan.wychavon.gov.uk/Planning/Display/W/24/00164/CLPU">https://plan.wychavon.gov.uk/Planning/Display/W/24/00164/CLPU</a> Both applications have a significant impact on the site as it is very small. This latest application is welcome as it stands as it would "rescue" a building of character. However, no decision should be made until the appeal referenced above has been resolved. The Parish Council continues to oppose the building of a bungalow on this site. With regard to planning application W/24/00164/CLPU, <b>Certificate of Lawfulness has been granted.</b></p> <p>b) <u>W/24/00326/HP</u> Spitten Cottage, Abbots Lench Lane, Ab Lench. <b>Proposal:</b> Proposed Garage building. <b>Permission granted.</b></p> <p>c) <u>W/24/00333/HP</u> – Fairview, Abbots Lench Lane, Ab Lench. <b>Proposal:</b> Proposed Garage building. <b>Permission granted.</b></p> <p>d) <u>W/24/00682/FUL</u> Agricultural Barn At (Os 0125 5186) Abbots Lench. <b>Proposal:</b> Proposed erection of 4 no. dwellings to replace existing agricultural buildings (scheme in lieu of Class Q prior approval for conversion into 4 no. dwellings). <b>Comments:</b> The design seems well thought out and would improve the area compared to the metal barn. It keeps the linear style of development and doesn't extend beyond the current site footprint. While the loss of a farm in an agricultural community is regrettable, it is better to repurpose the buildings rather than to leave them to decay.</p>
19.3	<p><u>To note correspondence received from the Planning Authority:</u></p> <p>a) <u>Planning Inspectorate APP/H1840/W/23/3322456:</u> The Observatory, Badgers Hill to Handgate Lane. Development proposed is Conversion of observatory into a single dwellinghouse. <b>Decision: Appeal dismissed.</b></p>

<b>20.</b>	<b>Confidential Item: To exclude the press and public from the meeting, pursuant to Section 1(2) of</b>
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the Public Bodies (Admissions to Meetings) Act 1960, as applied by Section 100 of the Local Government Act 1972, as matters under discussion are confidential and related to: a) <u>Clerk</u> : Previous Clerk additional hours payment.
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Circulation: **All members of the Parish Council; District and County Councillors.**

**Dated:** 7<sup>th</sup> May 2024

**Signed by the Clerk:** K. Williamson

## **Supporting notes to agenda for meeting May 2024.**

	<b>Meeting notes with further information in Dropbox link.</b>	
<b>Agenda No: 4</b>	Draft March Minutes + Website.	<b>For approval.</b>
<b>Agenda No: 8</b>	Insurance renewal documents.	<b>For approval.</b>
<b>Agenda No: 9</b>	Asset Register.	<b>To review.</b>
<b>Agenda No: 11</b>	Financial Regulations.	<b>To adopt.</b>
<b>Agenda No: 12</b>	Annual Subscriptions: CALC renewal and accompanying letters.	<b>For approval.</b>
<b>Agenda No: 14</b>	Previous meeting minutes (06.03.24 & 11.03.24).	<b>For approval.</b>
<b>Agenda No: 15a</b>	Policing Priorities for Q2.	<b>To note.</b>
<b>Agenda No: 15b</b>	Atlas Tower Group: Letter from Worcestershire County Council.	<b>For consideration.</b>
<b>Agenda No: 15c</b>	Lengthsman 2024-25 documentation.	<b>To note.</b>
<b>Agenda No: 17.1</b>	End of year accounts (31.03.2024).	<b>For approval.</b>
<b>Agenda No: 17.2</b>	Internal Auditor Statement of Accounts.	<b>For note.</b>
<b>Agenda No: 17.3 &amp; 17.4</b>	AGAR documentation	<b>For approval.</b>
<b>Agenda No: 17.5</b>	Schedule of Payments + Summary of accounts.	<b>For approval.</b>
<b>Agenda No: 17.6</b>	Balance and Reserves Policy.	<b>For review.</b>
<b>Agenda No: 17.7</b>	Application from Church Lench Parochial Church and updated accounts (if provided).	<b>For consideration.</b>
<b>Agenda No: 18.2</b>	Annual Play Inspection Report.	<b>For review.</b>
<b>Agenda No: 20a</b>	Additional hours summary.	<b>For approval.</b>